

## Notice to Vendors

### **Request for Information (RFI): Digital Audio/Video Recording Systems for Courtroom Proceedings** (May 21, 2009)

The Iowa Judicial Branch (IJB) requests information from manufacturers/developers (hereafter “vendors”) of equipment and software for digital audio and video recording systems developed to reliably and accurately record courtroom proceedings and to manage the digital audio or video records.

This is only a Request for Information (RFI). By issuing this RFI, the IJB does not express an intent, commitment or promise to purchase courtroom audio or video recording equipment or software from respondents nor to issue a Request for Proposals (RFP) in the future to procure a vendor for such purposes. Responses to this RFI will not be considered by the IJB as offers to enter a contract.

Vendors that respond to this RFI are expected to provide information including, but not limited to, the technology and software options they offer for capturing, maintaining, indexing, sharing, and archiving a clear and accurate digital audio and/or video recording of courtroom proceedings.

**A vendor’s response shall be contained in one electronic document (in a PDF format). It will be considered by the IJB only if it is received not later than 3:00 p.m. (CDT), June 11, 2009, at the following email address:**

[john.goerdt@iowacourts.gov](mailto:john.goerdt@iowacourts.gov)

**Questions about this Request for Information may be referred to:**

John Goerdt, Deputy State Court Administrator  
Judicial Branch Building  
1111 E. Court Avenue  
Des Moines, IA 50319  
Phone: **(515) 281-6171**  
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**Iowa Judicial Branch**  
**Request for Information**  
**Digital Audio/Video Recording Systems for Courtroom Proceedings**

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## **A. Terms and Conditions**

1. The IJB **will not become obligated** as the result of this RFI.
2. Information submitted in response to this RFI will become the property of the State of Iowa.
3. Information that is proprietary or trade secret may be protected from disclosure under the public records law only if properly labeled as such.
4. The IJB **will not pay** for any information herein requested nor is it liable for any costs incurred by the vendor.
5. Economy of presentation: The response shall be in a PDF file of no more than 50 pages. Colored displays, promotional materials, and the like are not required.
6. Vendors may be asked to provide a demonstration of the equipment and software in Des Moines, Iowa, at the Judicial Branch Building on the State Capitol Complex on Friday, **June 26, 2009**. List a contact person and phone number for a person the IJB may contact to arrange for a demonstration.
7. This RFI is being submitted strictly for the purpose of gaining knowledge of the products and services available. The vendor is not required to quote prices for any solutions proposed. However, general cost estimates would be appreciated. The figures provided are not binding to the company.

## **B. Purpose and Objectives of the RFI**

The Iowa Judicial Branch (IJB) is committed to the efficient and effective use of its financial, technology, and staff resources. In pursuit of this goal, the IJB is examining whether digital audio and/or visual recording technology has the potential to reduce the cost of making the verbatim record in trial court proceedings – without sacrificing the high quality administrative and clerical support judges currently receive from their court reporters. With this RFI, the IJB seeks information regarding the features, quality, reliability, operation, warranty, cost, serviceability, installation, and use of audio and video recording equipment and software for making an accurate record of courtroom proceedings.

## **C. Background Information on the Iowa Courts**

The IJB provides judicial services to all of Iowa's 99 counties, which are organized into eight judicial districts. Each judicial district is managed by a chief district court judge and a district court administrator. The counties range in population from less than 5,000 to more than 400,000. Every county has a courthouse, which is maintained by the county, but all judges and support staff are employed by the state judicial branch. Most courthouses have just two courtrooms. The courthouse in Iowa's most populous county (Polk) has 27 courtrooms. There are a total of more than 320 courtrooms in the 99 counties.

Every county has at least one part-time judicial magistrate who handles primarily small claims, traffic violations, search warrants, emergency mental health issues, and initial appearances in all criminal cases. Typically, one of the courtrooms in each courthouse is designated as the magistrate courtroom; the others are for juvenile or trial court proceedings. Most magistrates

record their trials on very basic audio cassette recorders, though some judicial districts have begun providing hand-held digital voice recorders to their magistrates.

The IJB has traditionally provided a full-time court reporter to each of its full-time judges in the trial courts. There are currently 189 judges: 116 general jurisdiction judges (called district court judges) and 73 limited jurisdiction judges (61 district associate judges, 12 associate juvenile judges, and 1 associate probate judge). The court reporters keep the verbatim record of trial and juvenile court proceedings, produce the written transcripts for cases on appeal, and perform various clerical and administrative services for their judges.

Many of the courtrooms regularly used by the full-time judges have some kind of sound system (i.e., microphones, amplifier, and speakers). Only two or three courtrooms in Iowa have digital audio recording equipment integrated with the sound system.

Over the past several years, some of our court administrators and judges have attended court technology conferences where they observed demonstrations of digital audio/video recording systems. In addition, judges and administrators from various states that already use this technology have provided information and positive reviews regarding their use of these systems. To assist in its deliberations about the possibility of adopting digital audio records technology for creating the record of court proceedings in Iowa, the IJB seeks further information from vendors regarding current technologies in this area.

#### **D. Information Requested from Vendors**

At a minimum each vendor should provide information on the following issues:

1. Provide the name and phone number of a person we may contact to schedule a meeting date and time, if the Iowa Judicial Branch chooses to seek further information or a demonstration.
2. Describe your company's experience and capabilities in providing digital audio and/or video recording technology for use in capturing the verbatim record of courtroom proceedings.
3. Provide a list of jurisdictions where your company has provided equipment that is being used for capturing the verbatim record of courtroom proceedings as well as a contact person and the person's phone number in each jurisdiction.
4. Describe what your company recommends as the basic/essential audio and/or video equipment and software necessary to provide an accurate and annotated audio record of courtroom proceedings and the approximate cost for this level of technology.
5. Describe additional features, equipment and/or software that would enhance the functionality and utility of a digital audio and/or video recording system for the courts and the approximate costs for these additional items.
6. Describe the software and equipment your company recommends for centralized management of archived digital audio files on a network and the approximate cost for these additional features.

7. Describe equipment and software options for a portable digital audio recording system that could be used by judges who travel to rural counties and/or to use as a backup system in the event of equipment failure – and the approximate cost of this option.
8. Reliability: Provide evidence of the reliability of your equipment and software.
9. Durability: Provide an estimate of the average number of years your equipment is likely to operate effectively before replacement is needed.
10. Service for equipment: Describe the way you provide service on your equipment including how quickly you would be able to service or replace broken or problematic equipment throughout Iowa (up to 99 counties) and an approximate cost range for such service.
11. Service for software: Describe the way you provide service on your software including how quickly you would provide solutions for software problems.
12. Warranty: Provide details on the warranty you provide on equipment and software.
13. Installation: Provide details on who would perform the installation of your equipment and software including the training, experience, and qualification of likely installers.
14. Installation timetable and cost: Provide an estimate of how long it would take and a general estimate of the cost to purchase and install a standard configuration of digital audio equipment (4 channels) and software in 150 courtrooms and another estimate for 300 courtrooms. If you are providing information on digital video recording equipment, provide separate estimates for audio and video options.
15. Training: Describe the type of training you provide for judges and court support staff on how to effectively use and manage your digital audio/video recording equipment and software.
16. If your company offers digital video recording systems that are used by courts in other jurisdictions, please describe the advantages and disadvantages of digital video versus digital audio recording as the means for capturing, utilizing, and preserving the verbatim record in court proceedings.
17. Identify and discuss the advantages of your digital audio (and video, if applicable) recording systems versus systems offered by competitors.
18. Provide evidence of your company's financial condition that would convince a potential customer that your company will provide support and upgrades for equipment and software for the next 10 to 20 years.
19. Provide any additional information that would assist the IJB in its deliberations on whether or the extent to which the Iowa court system should adopt digital audio (or video) recording as the means for creating, managing, and preserving the verbatim record of court proceedings.
20. Complete the "RFI Checklist" (section E. of this RFI) and submit it with your response.

## E. RFI Checklist: Digital Audio/Video Recording Systems for Courtroom Proceedings

*Instructions:* Please complete this checklist and submit it with your response to the RFI

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

*Instructions:* Check "Yes" or "No" in response to each item, or fill in the information as requested. Use additional sheets if necessary.

| <b>Yes</b> | <b>No</b> | <b><u>System Design</u></b> |
|------------|-----------|-----------------------------|
|------------|-----------|-----------------------------|

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the design utilize an open architecture approach, supporting internal and external devices using standard interfaces? |
|--------------------------|--------------------------|---|

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe the minimum courtroom computer requirements for your system: |
|--------------------------|--------------------------|--|

\_\_\_\_\_

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does your system require LAN or WAN resources for archiving audio files? |
|--------------------------|--------------------------|---|

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 4. If "yes" to #3, how much bandwidth is required to effectively handle the audio files? _____ |
|--------------------------|--------------------------|--|

### **Audio Recording**

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Does the audio recording include a continuous time stamp? |
|--------------------------|--------------------------|--|

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the system allow for temporary muting of the recording to allow attorneys to talk with clients off the record? |
|--------------------------|--------------------------|--|

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the system allow immediate "sealing" of a recording of a proceeding that is not to be treated as a public record? |
|--------------------------|--------------------------|---|

### **File Format**

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Identify the format(s) in which the system stores audio files: _____ |
|--------------------------|--------------------------|---|

### **Long-Term Backup and Archive Management**

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Does the system create a backup of audio files for disaster recovery? |
|--------------------------|--------------------------|--|

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Describe the medium/media on which the system archives the audio files: |
|--------------------------|--------------------------|---|

\_\_\_\_\_

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Does the system provide software/technology to manage archived records on a network? (Explain): |
|--------------------------|--------------------------|---|

\_\_\_\_\_

### **Playback and Transcription**

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Is the medium used to transfer the digital recordings to transcriptionists a widely available, industry-accepted medium? |
|--------------------------|--------------------------|--|

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Which medium will be used to transfer the digital recordings to transcriptionists? (Describe): _____ |
|--------------------------|--------------------------|--|

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Does the system enable direct access to specific passages on the recording? |
|--------------------------|--------------------------|---|

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 15. What mechanisms are used to provide direct access? (check if applicable): |
|--------------------------|--------------------------|---|

|  |   |
|--|---|
| <input type="checkbox"/> Fast forward/rewind | <input type="checkbox"/> Search by time-stamp |
|--|---|

|  |  |
|--|--|
| <input type="checkbox"/> Search using scroll bar | <input type="checkbox"/> Search annotations (words, phrases) |
|--|--|

|  |  |
|--|--|
| <input type="checkbox"/> Other (describe): _____ |  |
|--|--|

| <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
|------------|-----------|--|

**Playback and Transcription (continued)**

- |     |     |   |
|-----|-----|---|
| ___ | ___ | 16. Does the system play back the recording at a sufficiently high quality to enable a transcriptionist to prepare a complete and correct transcript? |
| ___ | ___ | 17. Can the system isolate voices of multiple people who speak simultaneously?  |
| ___ | ___ | 18. Does the system provide separate volume controls for each channel?  |

**Annotations**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 19. Does the system include an integrated note-taking utility? <b><u>If yes:</u></b>   |
| ___ | ___ | a. Can a judge and a court support staff simultaneously enter annotations?   |
| ___ | ___ | b. When the audio file is saved, are the annotations saved with it?  |
| ___ | ___ | c. Can the annotations be changed after they have been made?   |
| ___ | ___ | d. Does this utility provide editing functions?  |
| ___ | ___ | e. Does this utility require the user to export the notes to a different program to perform editing and then to re-import them into the system?  |
| ___ | ___ | f. Does this utility enable the user to enter information to identify a particular court proceeding (e.g., date, time, case number, judge name)? |
| ___ | ___ | g. Does the system automatically create a backup of the annotations database for disaster recovery?  |

**Reliability and Security**

- |     |     |   |
|-----|-----|---|
| ___ | ___ | 20. Does the system continuously monitor all microphones and provide at least visual indication that each is picking up a signal?   |
| ___ | ___ | 21. Does the system continuously monitor the storage medium and provide at least visual indication to the operator that the signal is being recorded?   |
| ___ | ___ | 22. Does the system simultaneously store the signal to 2 separate storage devices?  |
| ___ | ___ | 23. Does the system periodically produce an audible alarm when the system has been put in "pause" or "mute" mode (e.g., during a bench conference) to alert the operator to resume operation when the conference has ended? |

**Integration**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 24. Which audio playback utilities can play the recording created by your system? ( <i>check</i> ): ___ Windows Media Player; ___ Real Player;<br>___ Other ( <i>identify</i> ): _____                           |
| ___ | ___ | 25. Can your audio recording system be integrated with audio amplification and transmission technology commonly used to assist/facilitate in the use of remote <u>court interpreters</u> ? <i>Comment:</i> _____ |

**Demonstration of Equipment & Software**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 26. Would your company donate equipment & software for a 4-week demonstration in at least one courtroom in Iowa? <i>Comment:</i> _____ |
|-----|-----|--|